

Please forward your completed application form and signed Tutor Statement by email to workexperience@twycrosszoo.org or by post to: Twycross Zoo, East Midland Zoological Society, Burton Road, Atherstone, Warwickshire, CV9 3PX



WORK EXPERIENCE FORM – CONFIDENTIAL

Personal Details

Surname _____ Forename(s) _____

Address _____

Postcode _____ Date of Birth _____ Current Age _____

Mobile No _____ Email _____

Parent/guardian emergency contact (name and mobile telephone number and address if different)

Further Education

Name of college attended _____

Course being studied: _____

Contact at college - Tutor's name _____

Tutor's Email address: _____

Please note: Your Tutor should complete the separate Tutor Statement on Page 3 to provide written confirmation of your current studies. Applications cannot be considered without a completed Tutor Statement.

Health

Please answer the following questions by circling Yes or No. If you have answered Yes to any question(s) please provide further details in the space below.

How would you describe your state of health? _____

Do you suffer from any medical condition that affects your mobility in any way? **Yes/No**

Do you suffer from any long-standing illness or medical complaint, e.g. diabetes, haemophilia or epilepsy? **Yes/No**

Do you have any allergies, e.g. penicillin, animal fur or feathers? **Yes/No**

Do you suffer with hepatitis, dermatitis or asthma? **Yes/No**

Is there anything else you think we ought to know about your health? **Yes/No**

Have you been vaccinated against the following:

Tetanus - **Yes/No**

Seasonal Flu - **Yes/No** (a requirement for October – March placements only)

Further details: _____

You should not attend the work experience placement if you are ill

Twycross Zoo is committed to providing equal opportunities in all aspects of its activities. Time spent at the zoo may involve a level of physical activity, including the lifting of items and the use of stairways, using computers and/or being under fluorescent lighting. If you would like to inform us of any health reasons you may have that would affect your ability to carry out normal day-to-day activities or that would require the zoo to make adjustments during its selection process, please let us know.

What are your hobbies/interests?

Do you have any pets of your own?

Why do you want to do work experience at Twycross Zoo?

What career are you interested in?

Applicant's Statement

Under Data Protection legislation, I authorise the Zoo to process the data I provide for work experience purposes only. I confirm that I have read the Guidelines for Work Experience Students and that I meet all of the criteria for Work Experience at Twycross Zoo:

- 3 consecutive weeks placement (Monday to Friday)
- Minimum age of 17 years
- Currently studying an animal-related course at Level 3 or above

Signature: _____ Date: _____

Preferred dates - **3 consecutive weeks minimum (Monday to Friday)** _____

(Subject to availability, alternative dates may be offered)

To be supplied on College/University Letterhead

TUTOR STATEMENT – CONFIDENTIAL

Re: _____
(Name of Student applying for Work Experience)

I confirm that the above-named student is currently studying for the following Level 3 or above animal-related course:

Name of College/University*: _____

Name of Course: _____

Start Date of Course: _____

End Date of Course: _____

Any additional information that Twycross Zoo should be aware of:

Tutor Name: _____

Position: _____

Email/Contact Tel No.: _____

Signed: _____ Date: _____

* Delete as applicable

Guidelines for Work Experience Students

Department: Animal Keeping

Reporting to: Team Leaders

Key Purpose:

To provide assistance with animal keeping across the zoo so that it is carried out to the standards required on a daily basis. To shadow keeper(s) on allocated sections and learn as much as possible about the job of a keeper and information about the animals.

Key Responsibilities:

Mostly works under supervision. Never left alone with any animals

Animals

- Assist keepers in the preparation & distribution of food and water to the section's animals
- Follow instructions to ensure that food and water is distributed in appropriate quantities and manner

Enclosures

- Follow instructions given in order to ensure that enclosures, kitchens and public viewing areas are kept to high standard of hygiene and cleanliness

Other

- Ensure compliance with Health & Safety safe working practices for the section – following instructions
- Is pleasant and polite and demonstrates good customer care skills
- Ensure all staff areas used are kept tidy and to a high standard of cleanliness and hygiene

Key Skills:

- Demonstrates a responsible and enthusiastic attitude towards the work and shows an understanding of why they may be limited to what they can do, dependant on the animals they are working with
- Demonstrates a sound level of common sense and shows an understanding of why they cannot be left alone with the animals
- Shows an understanding of basic Health & Safety at work
- Has a tidy appearance and shows an understanding of why they must be clean and have a high standard of personal hygiene
- Has a friendly, helpful and flexible manner and understands why they may be required to move and assist another section at short notice
- Can answer visitors' questions appropriately or will refer them to an appropriate member of staff
- Is literate and has a basic understanding of English, in order to understand written & verbal instructions
- Is physically fit enough to complete the required duties on the allocated sections